



TOWN OF WELLFLEET
REQUEST FOR PROPOSALS

CONCESSIONS SERVICES
FOR
NEWCOMB HOLLOW BEACH

Announcement

The Town of Wellfleet is accepting bid proposals for food lessees at Newcomb Hollow Beach for the contracted season of June 1 through November 1, 2016. The Town is seeking a lessee who will pay a lump sum concession fee for exclusive access to sell food products.

Proposals will be accepted at the Assistant Town Administrator Office 300 Main Street, Wellfleet, MA 02667 until Friday, April 29th at 2:00 p.m., at which time they will be publicly open and read.

The Town reserves the right to waive any informalities, to reject any or all bids and to act at all times in the best interest of the Town.

PROPERTY DESCRIPTION:

Newcomb Hollow: 15' x 20' (300 sq. ft.) area, northeast corner of parking lot for the sole purpose of operating a concession.

SPECIFIC RESTRICTIONS AND/OR STIPULATIONS REGARDING USE OF PROPERTY

Specifications

1. Minimum concession fee is \$2,000 per beach.
2. Complete and sign a Food Truck application.
3. The concession vehicle must meet the State Sanitary Code Chapter X Minimum Standards for Food Establishments, 105 CMR 590.009 Mobile Food Units and Pushcarts and be legally road worthy. Towed concession vehicles are permitted.
4. The Concession Unit must meet all local requirements including but not limited to those of the Board of Health. The lessee will need to complete a Food Truck Application and a separate Food Service Establishment Application. (Attached).
5. The Concession Unit shall be large enough to meet the demand of the area that it intends to serve but in no case shall be larger than area described in property description.
6. Lessee may vend only in the area outlined in the property description and not in any other areas of the Town.
7. Regarding electricity, water and management of wastewater. Lessee shall be allowed to connect to the Town of Wellfleet electric service at Lessees expense. Lessee shall supply their own water for their operations. Lessee shall not be permitted to use water from the Town buildings. Lessee shall provide an executed contract with a lawfully permitted septic hauler to service the Lessee's equipment for the duration of the contract. All wastewater generated by operations of the Lessee shall be disposed of at a legally permitted waste disposal site.

Beach Concessions Bid Specifications
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2016

8. One parking space (in addition to the lessee location described above in "Property Description" shall be available to Lessee or his/her designated employee. Access to parking space for Lessee and concession unit shall be held open until 10:00a.m. After that time access will be dependent upon current parking situation.
9. Lessee **shall have service available** on all fair weather days during the contracted season (June 1 through September 7, 2016) from the hours of 10:00a.m. to 4:00p.m. The Town Director of Community Services (or designee) shall be called if there is a question about whether it is a "fair weather day." The Town's determination is final.
10. Lessee shall have access from (September 8 through November 1, 2016) from the hours of 10:00a.m. to 4:00p.m and **may have service available** on all fair weather days at the Lessees option.
11. The concession vehicle shall be removed at the end of the day.
12. Lessee shall not sublet the concession without the prior written approval of the Town, which may be withheld at the town's sole discretion.
13. All lessees must operate from a permitted fixed food establishment.
14. All lessee vehicles are subject to inspection by local officials.

Terms & Conditions

Exclusive Use

The selected lessee shall have exclusive use of the designated location for the sale of the food items during the period specified contracted season.

Contract Term and Renewal

Contract period shall be from June 1 to November 1, 2016. The Town, at it option, shall have the right to renew this contract annually for up to two additional years at the same bid price. In determining whether to exercise said extension at the same price for an additional year the Town will consider the performance of the lessee during the prior year. Payment of the concession fee by the lessee shall be made within ten (10) calendar days of the notice of renewal.

Insurance Requirements

At all times during the terms of the contract Lessee shall carry Concessionaire's Liability/Products Liability Insurance in the amount of \$1,000,000 and Workers Compensation Insurance in the amount of \$500,000. Evidence of the insurance policies, with the town of Wellfleet listed as an additional insured, shall be provided to the Town within ten (10) days of notification of contract award.

Permit/License Requirements

Lessee must obtain all necessary permits and licenses from the Town of Wellfleet prior to the starting date of the contracted season.

Concession Payment

The concession payment, in full, shall be made within ten (10) days of notification of bid acceptance by certified check or money order only.

Cancellation

The Town of Wellfleet shall have the right to cancel the lease at any time for reasonable cause including non-compliance with any of the terms and conditions. In the event of cancellation by the Town of Wellfleet the lessee shall forfeit the concession payment.

Submittal Requirements (Submissions shall be submitted in a sealed envelope labeled “Newcomb Hollow Beach Concession.” The following documents must be included in the bid submission. Failure to provide these documents shall deem the application non-responsive and the submission will not be considered.)

1. Bid Pricing Sheet
2. Completed and signed Wellfleet Board of Health & Business Application(s)
3. Complete Food Truck application
4. List of References for past five (5) years
5. Completed and signed Acknowledgement of Principal Form
6. Statement of Tax Compliance
7. Certificate of Non-Collusion

TOWN OF WELLFLEET

300 MAIN STREET WELLFLEET MASSACHUSETTS 02667

Tel (508) 349-0300 Fax (508) 349-0305

www.wellfleetma.org

Project: Newcomb Hollow Beach Landing

Bid Pricing Sheet

In accordance with the Scope of Services described in the bid specifications for the above project I bid the following price(s).

1. Bid price_____

Name of Authorized Person (print)

Date

Signature of Authorized Person

email address

Name of Company/Corporation/Partnership

Address (# Street or PO Box

telephone #

Town/State/Zip Code

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Statement of State Tax Compliance

Description of Bid/Proposal _____

Date of Bid _____

Pursuant to Chapter 323 of the Acts of 1983, Section 49A, I,

_____ authorized signatory for

_____, whose principal

place of business is _____ do

hereby certify under the pains of perjury that _____ has complied

with all laws of the Commonwealth relating to taxes.

Name of Person Signing Bid/Proposal

SSN or FID #

Name of Business

Date

This form must be included with the bid/proposal.

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Certificate of Non-Collusion

Description of Bid/Proposal _____

Date of Bid _____

The undersigned certifies under penalties of perjury that the above bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Name of Person Signing Bid/Proposal

Name of Business

This form must be included with the bid/proposal.

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Acknowledgement of Principal

I _____ principal of

_____, holding

the office of _____ with said Company is hereby

authorized to submit a bid/proposal on behalf of said Company for the White Crest Beach

Concession bid/proposal to the Town of Wellfleet.

Signature of Authorized Person

Name of Authorizing Person

Position/Office

Name of Business

Date

Name of Company/Corporation/Partnership

Address (# Street or PO Box

telephone #

Town/State/Zip Code

email address

This form must be included with the bid/proposal.

Required Food Establishment Permit to be completed and submitted with Bid Application.

APPLICATION FOR FOOD SERVICE ESTABLISHMENTS 2016
APPLICATION MUST BE FILLED OUT COMPLETELY

Name _____

Mailing Address _____

Town/State/Zip _____

Business Address _____

Owner's Name _____ Home Tel. _____ E-Mail _____

Manager's Name _____ Home Address _____

If Corporation or Partnership, give name, title and home address of officers or partners.

Name _____ Title _____ Home Address _____

Establishment is open _____ months a year. Total seating capacity _____ Take-out service only? _____

Name of Certified Food Handler (s) _____ P.I.C. _____

Does establishment have outside seating? NO Seating Capacity _____ is area enclosed? _____ Capacity _____

If seating capacity are over 25, person Choke saver Certified _____

Applications for all licenses/permits required by the Board of Selectmen have been filed for the year 2016

yes x no _____

PLEASE CHECK PERMIT (S) YOU ARE APPLYING FOR:

- | | |
|---|--|
| <input type="checkbox"/> Temporary Food Service | <input type="checkbox"/> Caterer |
| <input type="checkbox"/> Retail Food | <input type="checkbox"/> Food Service |
| <input type="checkbox"/> Mobile Unit | <input type="checkbox"/> Residential Kitchen |
| <input type="checkbox"/> Bed & Breakfast | |

FOR FOOD SERVICE ESTABLISHMENTS: Are you compliant with the new Food Allergen Requirements: yes x no _____ I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

* Signature of Individual or Corporate Name (mandatory) _____

By: Corporate Officer (mandatory, if applicable) _____

Social Security/ Federal Identification Number. _____ **(MANDATORY)

* This license will not be issued unless this certification clause is signed by the applicant.

** Your Federal Identification Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation.

This request is made under the authority of M.G.L. Chapter 62C Section 49A.

Health Agent

Date

Date Received _____ By (initials) _____ Fee _____ Date Issued _____

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Required Business Application to be completed and submitted with Bid Application.

BUSINESS PERMIT APPLICATION 2016
APPLICATION MUST BE FILLED OUT COMPLETELY

Business Name/Map/Lot _____

Mailing Address _____

Town/State/Zip _____

Business Street Address _____

Business Telephone No. _____ Federal ID Number (**Mandatory**) _____

Manager _____ E-Mail Address _____

1. Applicant is (a) an:
2. If applicant is an individual or partnership please answer below:

Applicant #1

- a. Tel. No. _____
- b. Name _____
- c. Street Address _____
- d. Mailing Address _____

Applicant #2

- a. Tel. No. _____
- b. Name _____
- c. Street Address _____
- d. Mailing Address _____

3. If applicant is a corporation or trust please answer below:
List the titles of all officers and manager: Include a separate sheet if necessary.

Title	Full Name	Home Address
-------	-----------	--------------

- | | | |
|--|--|--|
| _____ | | |
| 4. Corporate or Trust Name _____ | | |
| Corporate Mailing Address _____ | | |
| Corporate Tel. No. _____ | | |
| 5. Anticipated Opening Date: Year Round _____ Seasonal _____ | | |

6. Fully describe type of business conducted (i.e. retail, restaurant, food, gallery): _____

7. Seating Capacity _____ Hours of Operation _____

8. Special conditions or Restrictions required by Zoning Board of Appeals, Board of Selectmen or Board of Health. Please attach copies:

9. Fully describe premises to be licensed including number of rooms and square footage: _____

10. Has any person in this application ever had his/her license revoked or cancelled? ____ If yes, state for each name the date and reasons why the license was revoked or cancelled: _____

11. I certify under the penalties of perjury that I, to the best knowledge and belief, have filed all state tax returns and paid all state taxes under law. I further certify that in the conduct of this business I will abide by all Town bylaws and regulations.

*Signature of Individual or Signature of
Corporate Officer w/Title (Mandatory)

Corporate Name (Mandatory if Applicable)

Federal Identification No. **MANDATORY**

Date of Application

*Approval of a contract or other agreement will not be granted unless this certification clause is signed by the applicant.

** Your social security number will be furnished to the MA Dept. of Revenue to determine if you have met tax filing or payment obligations. (This is required by the state.) Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed or extended. This request is made under the authority of M.G.L. c. 62C s. 49A.

FOR OFFICE USE ONLY

Department Head or Designee Signatures

Police Dept. _____	Date _____	Comment _____
Fire Dept. _____	Date _____	Comment _____
Tax Collector _____	Date _____	Comment _____
Bldg Inspector _____	Date _____	Comment _____
Bd. Of Health _____	Date _____	Comment _____
Date Received _____	Fee Received _____	By (initials) _____ Date Issued _____

APPLICATION FOR OPERATION OF A FOOD TRUCK 2016

APPLICATION MUST BE FILLED OUT COMPLETELY

The undersigned hereby applies for a Food Truck License in accordance with the provisions of Town of Wellfleet Board of Selectmen Regulations.

(PLEASE TYPE OR PRINT CLEARLY)

Name of Applicant:

Date:

D.O.B:

Drivers. License Number:

Fed.ID #:

Business Address:

Home Address:

Business Telephone:

Cell Phone:

Name of Operation:

Plan Review and/or Preliminary Approval (Required for Approval)

Reviewing Department	Signature of Approving Authority	Date of Plan Review/Approval
Building Department:		
Health Department:		
Police Department		
Fire Department:		

PROVIDE THE FOLLOWING INFORMATION WITH RESPECT TO EACH LOCATION:

What will be the hours of operation?

Time(s) of Peak Customer Activity

Est. Number of Customers at Peak Time(s):

Est. Number of Employees at Peak Time(s):

What provisions have been made for trash, wastewater, potable water, electric and recycling?

LIST THE LOCATIONS WHERE THE MOBILE FOOD VEHICLE WILL BE DEPLOYED AND ATTACH A SKETCH OF HOW THE VEHICLE WILL BE POSITIONED AND OTHER DETAILS OF THE AREA TO BE LICENSED.

(Please provide a sketch for each location on a separate piece of paper.)

Location(s)

I the undersigned state that the information provided in this application, and associated attachments, is true and accurate to the best of my knowledge:

Signature:

Printed Name:

Date:

Note: No Food Truck License will be approved until the applicant addresses all issues and/or concerns to the satisfaction of the Board of Selectmen; and no Food Truck License will be issued until all required inspections have been conducted, permits granted, and final approvals given.

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FOR OFFICE USE ONLY

Final Permits/Approvals Granted (Required Before TFL will be Issued)

Approving Department	Yes	No	If "No," Reason Why	Date of Final Approval
Building Department:				
Health Department:				
Police Department:				
Fire Department:				